

COMMUNITY HEROES (NF)

COMMUNITY HERO TREASURER



#BE THE
HERO

ROLE OVERVIEW

Do you have an eye for detail and a passion for making a difference? As the Treasurer for the Step by Step New Forest Community Heroes, you'll play a vital role in ensuring our fundraising efforts are tracked, transparent, and impactful. This is a fantastic opportunity to contribute your skills to support young people facing homelessness

KEY RESPONSIBILITIES

- **Keeping Finances in Check:**
 - Accurately log income using Step by Step's Salesforce CRM system.
 - Utilise the GiveaLittle platform to track digital fundraising efforts.
 - Promote the use of and maintain oversight of community collection boxes, ensuring regular counting and logging of cash donations.
- **Maximising Fundraising Impact:**
 - Encourage and facilitate Gift Aid sign-ups to maximise the value of donations.
 - Liaise closely with the Charity Champion to report on income and expenditure.
 - Provide clear and concise financial updates to the committee to support decision-making.
- **Financial Oversight and Compliance:**
 - Ensure all income is promptly deposited into Step by Step's main charity bank account.
 - Work with the Charity Champion and/or the SbS Finance Team to ensure financial best practices are followed.
 - Seek authorisation for any committee expenditure and provide justifications to ensure transparency and value for money.

WHAT YOU BRING

- A methodical and organised approach to handling finances.
- Confidence in using digital systems (training will be provided for Salesforce and GiveaLittle).
- Good communication skills to liaise with team members and stakeholders.
- Enthusiasm to support fundraising initiatives and a proactive attitude.

YOUR HEROIC COMMITMENT

- Attend committee meetings (approx. 6 p/a) and provide financial updates.
- Manage collection box audits and cash counting on a regular basis.
- Ensure all financial activities align with Step by Step's guidelines and procedures.

WHAT'S IN IT FOR YOU?

- The chance to **make a real difference** in young lives.
- Gain valuable experience in charity finance and fundraising.
- Be part of an inspiring team working towards a shared mission

READY TO BE A HERO?

If you're ready to **Be the Hero** and ensure every penny makes a difference, we'd love to hear from you!

Get in touch at BeTheHero@stepbystep.org.uk to apply or learn more.

As we follow the safer recruitment guidelines applicants are required to complete a short online application form.

Successful applicants are required to undergo an enhanced DBS check and must provide two references.